

**Please read the following information carefully:**

1. By completing and submitting this form you are applying for one of the rental or shared ownership properties, also described as ‘affordable’ properties, which may be provided through Kennett Community Land Trust (CLT) from time to time.
2. Kennett CLT offers properties in accordance with The Allocations Policy and The Allocations Policy Guidelines and which Applicants are encouraged to read before applying. These documents are available on our web site at <https://www.kennettclt.org>
3. Submitted applications will be assessed and scored in line with the policy. The CLT will maintain a waiting list prioritised by this scoring. The CLT will offer properties when they become available to suitable applicants in line with this prioritised list.
4. Applicants should make sure they fully answer the questions as relevant to themselves at the date of completion.
5. Successful applicants will be asked to provide evidence to confirm some of the information provided, BUT this should NOT be submitted with the application. The CLT will ask applicants for this evidence when and if they are able to offer a property to the applicants.
6. The evidence which will likely be required is shown alongside the questions and there is also a detailed checklist at the end of the application form (applicants might find it helpful to make a copy when they apply).
7. The CLT Trustees or officers may also need to ask for additional verification evidence, or they may need to contact other parties – employers or public bodies for example – in order to fully verify applications. This will only be undertaken when a property is being offered and after the applicants have been informed.
8. Once applications have been submitted the CLT Trustees will acknowledge receipt (by email whenever possible) and evaluate applications within one month. The CLT will inform the applicants of the score awarded and where the applicants are placed on the waiting list.
9. Applicants may appeal the assessment if they consider an error has been made (by letter giving reasons for disagreement). Appeals will be considered within one month and the outcome will be advised to the Applicant(s).
10. The Decision of the Trustees, if necessary, after an appeal, shall be final.
11. Applicants must inform the CLT if there is a significant change in their circumstances between application submission and the time of a possible offer of a property and if such change might affect the scoring assessment and / or their housing need.
12. Completed application forms may be submitted by hand or posted to:

The independent evaluation team at

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Kennett CLT

C/O Palace Green Homes

The Grange

Nutholt Lane

Ely

CB7 4EE

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**OR**

**Email the form to**

​

[Lisa.Leonard@palacegreenhomes.co.uk](mailto:Lisa.Leonard@palacegreenhomes.co.uk)

Our team of independent evaluators will allocate our homes according to points from a selection of criteria.

Please answer ALL questions and place a tick (✓) in the boxes where provided. Please use BLOCK LETTERS.

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| **PART 1 – PERSONAL DETAILS** [Tick if Joint application] 🞎    If Joint Application what is relationship of Applicant 2 to Applicant 1? ……………………… | | | | | |
|  | **APPLICANT 1** | |  | **APPLICANT 2**  (If Joint Application) | |
| NI Number |  | |  | |
| First name(s) |  | |  | |
| Surname / Family name |  | |  | |
| Birth surname  [if different] |  | |  | |
| Date of Birth [dd/mm/yy] |  | |  | |
| Gender | Male 🞎 Female 🞎  Other 🞎 | | Male 🞎 Female 🞎  Other 🞎 | |
| Nationality |  | |  | |
| Current address |  | |  | |
| Telephone/Mobile Nos |  | |  | |
| E-mail address |  | |  | |
| Marital Details | Single 🞎  Married 🞎  Civil Ptnr🞎  Co-habit 🞎 | Widowed🞎  Divorced 🞎  Separated🞎 |  | Single 🞎  Married 🞎  Civil Ptnr🞎  Co-habit 🞎 | Widowed 🞎  Divorced 🞎  Separated 🞎 |

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| **Evidence** information to be required: |
| ID x 2 for each applicant, one photographic eg passport, driving licence |
| Proof of current address – eg Utility bill, rental statement |
| Certificate to confirm marital status may be required |

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| **PART 2 – EMPLOYMENT DETAILS**  Please complete the following in respect of yourself and Applicant 2 (if applicable). Tick all that apply. | | | |
|  | **APPLICANT 1** |  | **APPLICANT 2** |
| Employed | Full-Time 🞎  Part-Time 🞎 | Full-Time 🞎  Part-Time 🞎 |
| Self-Employed | 🞎 | 🞎 |
| Unemployed  [receiving benefit] | 🞎 | 🞎 |
| Pensioner/Retired | 🞎 | 🞎 |
| Lone Parent support only | 🞎 | 🞎 |
| Homemaker [no income] | 🞎 | 🞎 |
| Student / Training | 🞎 | 🞎 |
| Other  (give details) | 🞎  ……………………. | 🞎  ……………………. |
| Employer’s name  (if self-employed give business name) |  |  |
| Employer’s or workplace address |  |  |
| Your Occupation |  |  |  |
| Date employment (or self-employment) commenced [mm/yy] |  |  |  |

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| **PART 2 - EMPLOYMENT DETAILS (continued)**  If you have additional employment OR if the current employment above has been for less than 3- years please provide previous / additional employer (or self-employment) details to cover the 3-year period: | | | | |
|  | **APPLICANT 1** | |  | **APPLICANT 2** |
| Employer 2 Name |  | |  |  |
| Employer 2 Address |  |  |  |  |
| Dates employed [mm/yy] | From To | |  | From To |
|  |  | |  |  |
| Employer 3 Name |  | |  |  |
| Employer 3 Address |  | |  |  |
| Dates employed [mm/yy] | From To | |  | From To |

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| **PART 3 – AFFORDABILITY**  **3.1 NET INCOME** Please provide figures for your gross income and deductions as applicable and as if on an annual basis – **£ per annum** | | | | | |
| **GROSS INCOME**  (as applicable) | **APPLICANT 1** | |  | **APPLICANT 2** | |
| From Employment 1 | | £ |  | £ |
| From Employment 2 | | £ |  | £ |
| From Self-Employment | | £ |  | £ |
| From Pensions  (all including State) | | £ |  | £ |
| From Benefits  (give details by type) | …………….  …………….  ……………. | £  £  £ | …………….  …………….  ……………. | £  £  £ |
| From Any Maintenance Received |  | £ |  | £ |
| Any other income  (give details) | ………………………… | £  £ | ………………………… | £  £ |
| **TOTAL INCOME** | | **£** |  | **£** |
| **DEDUCTIONS** |  | |  | |
| All payroll deductions (tax, NI, pensions etc) |  | £ |  |  | £ |
| Other fixed deductions  (eg maintenance paid, court-orders etc give details) | …………….  …………….  ……………. | £  £  £ |  | …………….  …………….  ……………. | £  £  £ |
| **TOTAL DEDUCTIONS** | | **£** |  |  | **£** |
|  | | | | | |
| **NET INCOME**  (Gross Income less Deductions) | | **£** |  |  | **£** |

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| **Evidence** information to be required: |
| Each line of income and of deductions to be supported eg by P60, or 3 recent payslips, benefit statements including any child benefit, pension statements etc |
| Proof of current address – eg Utility bill, rental statement |
| Copy accounts may be required for self-employed – for last financial year |

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| **PART 3 - AFFORDABILITY (continued)**  **3.2 ASSETS and SAVINGS** | | | | |
|  | **APPLICANT 1** | |  | **APPLICANT 2** |
| Do you own any property or land? | Yes 🞎 No 🞎 | |  | Yes 🞎 No 🞎 |
| If Yes please give some details |  |  |  |  |
|  |  | |  |  |
|  | **APPLICANT(S)** | | | |
| Does the total value of any property or land above, plus savings (ISAs, Bank and Building Societies Savings, stocks and shares etc) and other assets of ALL applicant(s) combined exceed £25,000? | Yes 🞎 No 🞎 | | | |
| If you are applying for a shared-ownership CLT property do the applicant(s) have combined savings in excess of £5,000? | Not applicable 🞎 Yes 🞎 No 🞎 | | | |

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| **Evidence** information to be required: |
| Evidence of savings in excess of £5,000 required if application is for shared ownership (to confirm that purchase costs can be covered). |

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| **PART 4 – CONNECTIVITY TO KENNETT**    **4.1 LIVING IN KENNETT** | | | |
|  | **APPLICANT 1** |  | **APPLICANT 2** |
| Have you lived in Kennett ? | Yes 🞎 No 🞎 | Yes 🞎 No 🞎 |
| If YES give address(es) and dates below | |  |
| Address 1 (or = Current) |  |  |
| Dates [mm/yy] | From To | From To |
|  |  |  |
| Address 2 |  |  |
| Dates [mm/yy] | From To | From To |
|  |  |  |
| Address 3 |  |  |
| Dates [mm/yy] | From To | From To |

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| **PART 4 – CONNECTIVITY TO KENNETT** (continued)  **4.2 CLOSE FAMILY LIVING IN KENNETT** | | | |
|  | **APPLICANT 1** |  | **APPLICANT 2** |
| Have any of your close family lived in Kennett.? | Yes 🞎 No 🞎 |  | Yes 🞎 No 🞎 |
| If YES give Name, address(es), dates and relationship: | |  |  |
| Name |  |  |  |
| Address 1 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
| Relationship to applicant |  |  |  |
|  | |  | |
| Name |  |  |  |
| Address 2 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
| Relationship to applicant |  |  |  |
|  | |  |  |
| Name |  |  |  |
| Address 3 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
| Relationship to applicant |  |  |  |

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| **PART 4 – CONNECTIVITY TO KENNETT** (continued)  **4.3 LIVING IN A NEIGHBOURING VILLAGE** | | | |
|  | **APPLICANT 1** |  | **APPLICANT 2** |
| Have you lived in a neighbouring village? | Yes 🞎 No 🞎 |  | Yes 🞎 No 🞎 |
| If YES give Village, Address(es), and dates | |  |  |
| Village |  |  |  |
| Address 1 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
|  | |  | |
| Village |  |  |  |
| Address 2 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
|  | |  |  |
| Village |  |  |  |
| Address 3 |  |  |  |
| Dates [mm/yy] | From To |  | From To |
|  | |  |  |
| **4.4 BORN IN KENNETT** | | | |
| Were you born in Kennett (or returned home to Kennett after birth)? | Yes 🞎 No 🞎 |  | Yes 🞎 No 🞎 |
| Evidence information to be required: Birth certificate required to support | | | |

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| **PART 5 - SUSTAINABILITY**  **5.1 CHILDREN** | | | | |
| If application successful how many children (under 18 years) would be living in the CLT property – for at least 50% of the time? | | | | Children  …...…… |
| Give details below of all children (under 18 years) – their names ages and their gender. Also indicate if they already attend Kennett Primary School or whether an application has been made for them to attend in the future. | | | | |
| **NAME** | **AGE** (years & months) | **SEX**  (M/F) | **Attend or have**  **applied to**  **Kennett Primary School** | |
|  |  |  | Yes 🞎 No 🞎 | |
|  |  |  | Yes 🞎 No 🞎 | |
|  |  |  | Yes 🞎 No 🞎 | |
|  |  |  | Yes 🞎 No 🞎 | |
|  |  |  | Yes 🞎 No 🞎 | |

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| **PART 5 - SUSTAINABILITY** (continued)  **5.2 WORK IN KENNETT** Please complete (tick) the following as applicable. | | | |
|  | **APPLICANT 1** |  | **APPLICANT 2** |
| IF employed, do you work for 20 or more hours per week in Kennett, or for a Kennett based business? | N/A 🞎 Yes 🞎 No 🞎 |  | N/A 🞎 Yes 🞎 No 🞎 |
| IF self-employed, do you provide services for 20 hours or more per week from your Kennett based business, or to Kennett based clients? | N/A 🞎 Yes 🞎 No 🞎 |  | N/A 🞎 Yes 🞎 No 🞎 |
| Are you in a role regarded as a Key Worker (see list in Guidelines)? | Yes 🞎 No 🞎 |  | Yes 🞎 No 🞎 |
| **PART 6 - OTHER HOUSEHOLD MEMBERS** | | | |
| Total No. of Persons who will be in the proposed household? | | ………. | |
| Other than the Applicant(s) and Children (under 18) already detailed, any other household members? | | Yes 🞎 No 🞎 | |
| If YES please give details below (as applicable): | | | |
| Name (Person 1) | |  | |
| Age [yrs] | | ………. | |
| Relationship to Applicant(s) | |  | |
| Dependent on Applicant(s) | | Yes 🞎 No 🞎 | |
| Employed | | Full-Time 🞎 Part-Time 🞎 | |
| Self Employed | | 🞎 | |
| Unemployed [receiving benefit] | | 🞎 | |
| Pensioner/Retired | | 🞎 | |
| Lone Parent support only | | 🞎 | |
| Homemaker [no income] | | 🞎 | |
| Student / Training | | 🞎 | |
| Other  (give details) | | 🞎  ……………………. | |
|  | | | |
| Name (Person 2) | |  | |
| Age [yrs] | | ………. | |
| Relationship to Applicant(s) | |  | |
| Dependent on Applicant(s) | | Yes 🞎 No 🞎 | |
| Employed | | Full-Time 🞎 Part-Time 🞎 | |
| Self Employed | | 🞎 | |
| Unemployed [receiving benefit] | | 🞎 | |
| Pensioner/Retired | | 🞎 | |
| Lone Parent support only | | 🞎 | |
| Homemaker [no income] | | 🞎 | |
| Student / Training | | 🞎 | |
| Other  (give details) | | 🞎  ……………………. | |

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| **PART 7 – HOUSING NEED** | |
| For what type of CLT property do you wish to apply (note that CLT may only be able to offer in accordance with Policy and as related to need)? | 1 Bed (2 persons max) 🞎  2 Bed (3 persons max) 🞎  3 Bed (4 persons max) 🞎  4 Bed (5 persons max) 🞎 |
| If available, would you prefer a CLT property with shared ownership? | Yes 🞎 No 🞎 |
| **YOUR CURRENT HOUSING – CAPACITY** | |
| Is your current housing too small or with more than one household having to share? | Yes 🞎 No 🞎 |
| Is your current housing too big or too expensive? | Yes 🞎 No 🞎 |
| If YES give more details for either of the above (continue in Part 9 if you need): |  |
| **YOUR CURRENT HOUSING – ENVIRONMENTAL / HEALTH** | |
| Is your current housing unsuitable for physical reasons (eg access, soundness etc)? | Yes 🞎 No 🞎 |
| Is your current housing unsuitable for environmental or health reasons? | Yes 🞎 No 🞎 |
| If YES give more details for either of the above (continue in Part 9 if you need): |  |
| **OTHER REASONS** | |
| Are there any other imminent changes which will impact on your housing eg you may lose current home, a new baby etc? | Yes 🞎 No 🞎 |
| If YES give more details and timescales: \ (continue in Part 9 if you need): |  |

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| Evidence information to be required: Medical or Environmental statement to support any environmental or health reasons above. | |
| **PART 8 – MEDICAL OR DISABILITY NEEDS** | |
| Does any member of your proposed household have a medical condition or disability which requires specific housing needs? | Yes 🞎 No 🞎 |
| If YES please give details including name of person, name of condition or disability and please indicate if condition is degenerative? | Person 1 name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Condition  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Degenerative Yes 🞎 No 🞎 |
| What specific requirements or adaptions to a property are required to help this person? (e.g. ground floor needed for wheelchair and hence bungalow preferred etc) |  |
| **ADDITIONAL PERSON** (if applicable) | |
| If YES please give details including name of person, name of condition or disability and please indicate if condition degenerative? | Person 2 name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Condition  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Degenerative Yes 🞎 No 🞎 |
| What specific requirements or adaptions to a property are required to help this person? |  |

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| Evidence information to be required: A Consultant’s or similar medical certificate to support the above. |

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| **PART 9 – OTHER SUPPORTING INFORMATION**  Please provide any additional information below to clarify or expand on previous answers if required, or which you think may be supportive of your application.  For example, you may wish to include here details of specialist care requirements for a dependent relative, or perhaps further information if supported by a local public body such as the Police or Local Authority. Please also give here any other information showing your support for, or participation in the local Kennett community – e.g. running a sport, social or charitable activity related to Kennett and the locality. |
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| **PART 10 – OTHER ELIGIBILITY CRITERA (**Both applicants if applicable) | |
| Do you have any rent arrears of 3 months or more for any current or previous tenancies? | Yes 🞎 No 🞎 |
| If yes is there a payment plan in place? | Yes 🞎 No 🞎 |
| Please give details if applicable  (Continue in Part 11 if you need): |  |
|  | |
| Have you ever owned a property which has been repossessed by a mortgage provider? | Yes 🞎 No 🞎 |
| If yes have the mortgage arrears since been repaid or is there a payment plan in place? | Yes 🞎 No 🞎 |
| Please give details if applicable  (Continue in Part 11 if you need) |  |
|  | |
| Have you ever been evicted from any previous home? (i.e. before end of a tenancy period) | Yes 🞎 No 🞎 |
| If yes please give details  (Continue in Part 11 if you need): |  |
|  | |
| Have you been declared bankrupt within the last 6 years? | Yes 🞎 No 🞎 |
| If yes please give details  (Continue in Part 11 if you need): |  |
|  | |
| Has any member of the proposed household been convicted in the last 3 years of any anti-social behaviour offence including but not limited to: disorderly conduct, threatening, abusive or insulting behaviour, or distribution of offensive material, riot, violent disorder, assault, or obstruction of police officer or emergency service personnel, or is subject to an exclusion order, or has a conviction under any Act which seeks to protect Children? | Yes 🞎 No 🞎 |
| If yes please give details  (Continue in Part 11 if you need): |  |
|  | |
| Do you have any court case pending which may impact on any answers given in this application? | Yes 🞎 No 🞎 |
| If yes please give details  (Continue in Part 11 if you need): |  |

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| **PART 11 – COMMENTS / QUESTIONS**  You may make any additional comments here if you wish – including questions if you have any to the CLT Trustees. We will endeavour to respond to matters raised as quickly as possible. |
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**DECLARATION**

I / We understand that in order to assess this application for a CLT property I/ we need to provide Kennett CLT with personal information to enable validation and verification. I/We also understand that this information will only be used for the purposes and in the manner as described in the Kennett CLT Privacy Policy (available from the web site <http://www.kennettclt.org.uk/>).

I / We declare that the information given by me / us in this application is true and correct. I/we authorise the CLT to make whatever enquiries it considers necessary to verify details of my / our application including a Credit Check. I/ we will notify the CLT of any changes of my / our household circumstance which may impact upon this application.

Signed: {Applicant 1} ……………………………………. Date …………….

Signed {Applicant 2} ……………………………………. Date ………………

**Note:**

Points awarded (Appendix 1b) for joint applications in Parts 1-5, where both applicants qualify for points, the points awarded will be restricted to the higher value only in each criterion.

**SUPPORTING DOCUMENTS REQUIRED – CHECKLIST FOR APPLICANTS**

If you are offered a CLT property we will ask at that time for certain copy documentation to help verify your application. We will retain this information with your application and, should you be successful, for the duration of your subsequent tenancy.

The checklist below is to help guide you in preparation of this information. The list may not be exhaustive and full requirements will depend upon individual circumstances.

Fully completed application form – including signed declaration 🞎

Part 1 2 x ID for each Applicant – at least one to include a photo

e.g. passport, driving licence 🞎

Proof of current address(es) e.g., recent utility bill, rental statement 🞎

Copy certificate or similar to confirm marital status (if requested) 🞎

Part 3 Evidence of income to support each income line

eg payslips, P60, benefit statement inc. child benefit

pensions statement 🞎

Evidence to support deductions (payslips etc) 🞎

Evidence of savings over £5,000 if applicable 🞎

Copy Accounts if self-employed 🞎

Part 4 Birth Certificate - required if born in Kennett 🞎

Part 7 Medical or similar evidence to support application on health or environmental grounds 🞎

Part 8 Consultant certificate or statement to verify medical or disability

condition. 🞎

Part 9 Possibly additional supporting information. 🞎